

Selection Process

The process may include a panel interview and other related test components. Reference, fingerprint checks, and medical clearance are required for this position. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



Tentative Recruitment Schedule	
In Basket Exercise and Oral Panel Interviews	4/10/13
Follow-up Interviews	4/12/13
Start Date	Mid April



Contact the City

Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

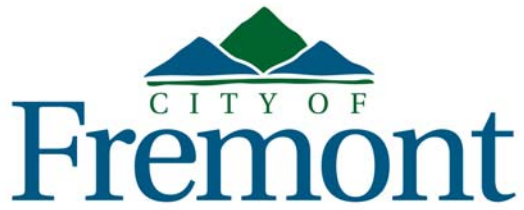
Phone: (510) 494-4660

Website: www.fremont.gov/employment



Connect with Us:   





Invites Your Interest In The Position Of

Recreation Supervisor I



Are you interested in being part of a dynamic City where you can truly make a difference? Are you ready to take your career in Recreation to the next level? Then the City of Fremont's Community Services Recreation Division may be the place for *you!*

First Review of Applications:
March 22, 2013

YOUR FUTURE IS IN FREMONT



This is Our Fremont Community

The City of Fremont is a full-service city with a budget of \$133.5 million in fiscal year 2012-2013, employing 840 regular employees. As the 4th largest city in the Bay Area, Fremont enjoys strong demographics and is one of the most culturally and ethnically diverse communities in the region. With its strong and diversified business base, Fremont is an important economic force in the region, recognized for its superior schools, quality parks and amenities, and low crime rate. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager and was recently recognized by 24/7 Wall Street as one of the top 5 best run cities.

The Role of the Recreation Supervisor

The incumbent will report to a Recreation Superintendent. Recreation Supervisors exercise considerable judgment in day to day decision making which affects the scheduling and operations of recreation activities or community centers; may provide functional supervision of seasonal or temporary employees and volunteers.

This particular position will run the Fremont Tennis Center, but may later be rotated to other areas.

Examples of Duties

- Plans, organizes, develops and supervises an assigned set of recreation activities or facilities and overall programs within established department policy and pursuant to direction.
- Performs program development.
- Reserves, schedules, and coordinates maintenance of facilities.
- Prepares drafts for reports, flyers memos, letters, and other written materials.
- Develops and monitors budgets, activities, and marketing plans.
- Elicits support or donations for program funding needs
- Schedules, assigns work, and exercises functional supervision of seasonal or temporary employees and volunteers.
- Conducts routine information exchange meetings for special interest populations.
- Conducts program implementation/coordination and training meetings with seasonal or temporary employees and volunteers.
- Explains and tactfully enforces City and department policies in dealing with individuals and community groups.

Ideal Candidate

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactory job performance. A typical way to obtain the required knowledge, skills and abilities would be: possession of a bachelor's degree or

equivalent from an accredited college or university and two years of experience leading recreation programs. Recreation and supervisory experience in a public agency is highly desirable, as well as the following competencies and characteristics:

- Have experience running USTA tournaments
- Familiar with USTA League Tennis
- Have strong marketing skills
- Maintain positive attitude
- Have a knack for event coordinating
- Display written communication and oral presentation skills
- Possess ability to use social media, e-mail and other means of communication to effectively reach out to the community
- Show creative problem solving
- Have experience managing a tennis facility
- Possess USPTA or PTR Certification
- Have the ability to build strong working relationships with diverse groups

Incumbents in this classification must obtain a valid approved First Aid/CPR certification within six months of appointment and maintain it throughout assignment.

Incumbents must report child abuse and/or neglect as required by California Penal Code §11166.5. Possession of a valid Class C California Driver's License is required.



Compensation and Benefits

The annual salary is \$63,00-76,602, depending on qualifications. Current benefit features include:

Cal PERS Retirement Benefit*

- Classic Employees - 2 % @ 60 benefit, 3 yr. final average compensation.
- New Employees - 2% @ 62 benefit, 3 yr. final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefit Plan for employees/dependents includes \$1,521.95/month for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefit summary can be found online at Fremont.gov or by using this link:

Benefit Summary

This is an FACE position with a six month (6) probationary period.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

Application Instructions

To be considered for this position, submit a completed City application, cover letter, resume and completed supplemental questionnaire:

- ♦ Through our online application system at www.fremont.gov/apply or;
- ♦ To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538

The first review of applications is Noon on March 22, 2013

Recreation Supervisor I Supplemental Questionnaire

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Recreation Supervisor I position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Recreation Supervisor I. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

DIRECTIONS:

Please respond to each of the following questions. Place your full name and the position you are applying for at the top of each page. Include the name of your employer, your job title, and the dates you performed the described experience in your response to each question. **If you apply online, you will have space to insert your answers and will not need to attach a separate copy.**

Please limit your response to each question to no more than one page, double-spaced, 12 point font (approximately 500 words).

1. Describe your background and experience as they relate to the Recreation Supervisor I position. What interests you about this opportunity with the City of Fremont?
2. Describe a recreation program you have organized. What was your role? What was the outcome?
3. Marketing the City of Fremont Tennis Center and it’s programs is a big piece of this job. How would you go about marketing a new tennis program? What external partners would be beneficial to have to help ensure the success of the program?
4. Describe the process involved in running a USTA tennis tournament. Do you have any experience doing this or running tournaments for other sporting events?
5. How many years of experience do you have in recreation?

☐ None

☐ Less than 1 year

☐ 1-3 years

☐ 4-9 years

☐ 10 or more years